VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF PLANT INDUSTRY SERVICES
102 Governor Street, Richmond, VA 23219
Phone: (804) 786-3514 · Fax: (804) 786-1571 · www.vdacs.virginia.gov

Revised February 2012

Who needs a Fertilizer license?
Any person whose name appears upon the label of any regulated product as a distributor shall obtain a license to distribute in the Commonwealth of Virginia. Any person who distributes regulated product shall obtain a license prior to distributing any regulated product. A license is required for each manufacturing location that distributes any regulated product within the Commonwealth of Virginia.

- A distributor refers to any person who imports, consigns, manufactures, produces, compounds, mixes, blends or in any way alters, the chemical or physical characteristics of a regulated product, or to offer for sale, sell, barter, warehouse or otherwise supply regulated product in the Commonwealth.

- Products regulated under the Virginia Fertilizer Law include commercial fertilizers, specialty fertilizers, soil amendments and horticultural growing medium. Soil conditioners are regulated under the requirements of a soil amendment.

What Fertilizer products need to be registered?
In addition to licensing requirements, any person whose name is on the label of and who distributes in the Commonwealth any specialty fertilizers, soil amendments or horticultural growing mediums shall apply for registration for such specialty fertilizer, soil amendment, or horticultural growing medium.

	Fees
Fertilizer License	$50/year
Fertilizer Contractor/Applicator Permit	$50/year
Registration For Each Specialty Fertilizer Product	$50/year
Registration For Each Soil Amendment or Horticultural Growing Media	$100/year
Inspection Fee	$0.25 per ton or $35.00 minimum, whichever is greater

Filing Instructions for Fertilizer Licenses and Product Registrations
The following documents are required for Fertilizer Licensing and Product Registration:
1. Completed Virginia Fertilizer License Application.
2. Remit $50 license fee along with the application.
3. Completed Application for Registration of Specialty Fertilizers, Soil Amendments and Horticultural Growing Media.
4. Remit $50 for each Specialty Fertilizer, $100 for each Soil Amendment and $100 for each Horticultural Growing Media along with the product registration application.
5. Submit current and legible labels for each product to be registered.

Who Pays Fertilizer Inspection Fees?
The Virginia Fertilizer Law requires any person who distributes or sells regulated products in Virginia to a non-licensee to pay an annual inspection fee. The inspection fee is thirty-five dollars ($35.00) or twenty-five cents ($0.25) per ton sold, whichever is greater, per tonnage reporting year. The reporting year for regulated products is July 1 through June 30. The manufacturer or guarantor shall file the tonnage report and pay the inspection fee by August 1 of each year.

Who Files Annual Fertilizer Statistical Tonnage Reports?
The Virginia Fertilizer Law requires that any person who distributes or sells regulated products to a non-licensee shall complete an annual statistical tonnage report. Section 3.2-3610 of the Code of Virginia provides for any person required to submit statistical tonnage information to do so in one of the following formats:

(a) on a summary form prescribed by the Commissioner; or

(b) a summary report by electronic transfer, utilizing the Uniform Fertilizer Tonnage Reporting System (UFTRS).

Other forms of reporting will not be accepted. ZERO tons of regulated products sold during the reporting year must still be reported. The reporting year for regulated products is July 1 through June 30. The manufacturer or guarantor shall file the annual statistical tonnage report by August 1 of each year. Reports received 15 working days after the August 1 filing date shall be assessed a $35.00 late fee.

Information and forms for the renewal of the fertilizer license and product registrations are sent to current registrants in May of each year.

Information and forms for the payment of inspection fees and reporting of statistical tonnage are sent to current registrants in June of each year.

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VIRGINIA FERTILIZER LICENSE APPLICATION

Please complete all information as requested. Application is hereby made by the undersigned for a license as a distributor or manufacturer of regulated fertilizer products in the Commonwealth of Virginia, as defined by §3.2-3600 of the Virginia Fertilizer Law.

Business Name:_____

Street Address:_____

City:_____ State:_____ Zip:_____

Federal Identification/Tax Number:_____

Phone (including area code):_____ Fax (including area code):_____

Contact Name:_____ Title:_____

E-Mail address:_____

Application is hereby made to sell/distribute the following categories of fertilizer in the Commonwealth of Virginia (check all categories that apply):

	Commercial Fertilizer (Farm Use) Any substance containing one or more recognized plant nutrients which is used for its plant nutrient content and which is designed for use or claimed to have value in promoting plant growth
	Specialty Fertilizer (Any Size Package & Bulk) A fertilizer distributed for non-farm use, including but not limited to, home gardens, lawn, shrubbery, flowers, golf courses, municipal parks, cemeteries, greenhouses and nurseries.
	Soil Amendment (Any Size Package & Bulk) Any substance or mixture of substances, intended to improve the physical, chemical, biochemical, biological, or other characteristics of the soil. The following are exempt from the definition of soil amendment: fertilizer, un-manipulated or composted animal and vegetable manures, horticultural growing media, agricultural liming materials, unmixed mulch and unmixed peat.
	Horticultural Growing Media (Any Size Package & Bulk) Any substance or mixture of substances which is promoted as or is intended to function as an artificial soil for the managed growth of horticultural crops.

I certify that I understand my legal responsibilities and shall guarantee compliance with all provisions of the *Virginia Fertilizer Law*.

Signature:_____ Date:_____

The above named party makes application for this license and agrees to comply with all applicable laws, rules and regulations. Make checks payable to **Treasurer of Virginia**.

Completed application and $50.00 license fee should be sent to:

Virginia Department of Agriculture & Consumer Services
PO Box 526
Richmond, Virginia 23218-0526

Finance: 885-02142

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APPLICATION FOR REGISTRATION OF SPECIALTY FERTILIZERS, SOIL AMENDMENTS AND HORTICULTURAL GROWING MEDIA

Business Name:_____ Registrant No.:_____

Street Address:_____

City:_____State:_____Zip:_____

Federal Identification/Tax Number:_____

Phone (including area code):_____Fax (including area code):_____

Authorized Representative Name:_____Title:_____

Signature: _____ Date: _____

E-Mail address:_____

Contact name (*if different from Authorized Representative*):_____

Complete for new or revised products only – labels must be submitted with registration application

Product No.	Code	Product Name	Nt. Wt.	Total Nitrogen	Nitrogen In form of Nitrate	Water Insoluble Nitrogen	Available Phosphorus	Available Potash	Cl	Ca	Mg	S	B	Cu	Fe	Mn	Mo	Na	Zn

Fee Calculations:

Code	Category		# of Products	Fee (each)	Total Due
SF	Specialty Fertilizer	(885-02104)		$50.00	
SA	Soil Amendment	(885-02104)		$100.00	
HGM	Horticultural Growing Media	(885-02104)		$100.00	
				Total Fees Submitted	$

MAKE CHECKS PAYABLE TO:

TREASURER OF VIRGINIA

Mail completed application & fees to:

Virginia Department of Agriculture and Consumer Services
PO Box 526
Richmond, VA 23218-0526

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
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ANNUAL FERTILIZER TONNAGE AND INSPECTION FEE REPORT

TONNAGE REPORT AND INSPECTION FEE DUE: AUGUST 1, 20____

Manufacturer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____
(Please print clearly)

REPORT FOR JULY 1, 20____ to JUNE 30, 20____

(1) COMMERCIAL ONLY: _____TONS

(2) SPECIALTY FERTILIZER: _____ TONS

(3) SOIL AMENDMENT: _____ _____ TONS

(4) HORTICULTURAL GROWING MEDIA: _____ TONS

(5) TOTAL TONS (LINES 1-4): _____ TONS

INSPECTION FEES DUE

TOTAL INSPECTION FEE DUE : $_____ ($0.25/ton; minimum $35.00, whichever is greater)

LATE FEE: $_____ (10% of fee due or $50.00, whichever is greater)

TOTAL AMOUNT ENCLOSED: $_____

(MAKE CHECK PAYABLE TO: TREASURER OF VIRGINIA)

I HEREBY SWEAR AND AFFIRM UNDER PENALTY OF PERJURY THIS TO BE A FULL AND CORRECT REPORT OF TONNAGE OF PRODUCTS REGULATED UNDER THE VIRGINIA FERTILIZER LAW SOLD OR DISTRIBUTED DURING THE ABOVE PERIOD.

SIGNATURE: _____ **TITLE:** _____

DATE: _____

FOR INTERNAL USE ONLY:

ACCOUNT CODES: FEES (884-02105) : $ _____

LATE FEES (884-02452: $ _____

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SUMMARY FORM FOR REPORTING ANNUAL FERTILIZER STATISTICAL TONNAGE SOLD IN VIRGINIA

Manufacturer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

REPORTING FISCAL YEAR PERIOD: JULY 1, _____ to JUNE 30, _____

Reports received after August 1st of the reporting period are subject to a $35.00 late filing fee.

Zero tonnage must be reported.

SUBMITTED BY: _____ TITLE: _____

COUNTY CODE	TONS (0.000)	GRADE OR MATERIAL	BAG (1), BULK (2), OR LIQUID (3) (Indicate 1, 2, or 3)	FARM (X)	NON-FARM (SPECIALITY) (X)

INSTRUCTIONS FOR COMPLETING THE SUMMARY FORM FOR REPORTING TONNAGE OF FERTILIZER SOLD IN COUNTIES IN VIRGINIA

1. Complete top portion of form (Business name and complete address).
2. Sign the form.
3. County - List each county code (using attached list) in numerical order.
4. Tons - Enter the number of tons or portion thereof.
5. Grade and Material - Combine same grade or material for a particular county and enter total amount. Enter secondary nutrients last for a particular county.
6. Bag, Bulk, or Liquid - Enter the appropriate number code (Bag = 1, Bulk = 2, or Liquid = 3) for each grade.
7. Farm or Non-Farm (Specialty) - Specify only one or the other for a particular grade by placing an "X" in the appropriate block.

COMMONWEALTH OF VIRGINIA
COUNTY CODE (FIPS) TABLE IN LOCATION NAME ORDER

County Code	County Name
001	ACCOMACK
003	ALBEMARLE
510	ALEXANDRIA
005	ALLEGHANY
007	AMELIA
009	AMHERST
011	APPOMATTOX
013	ARLINGTON
015	AUGUSTA
017	BATH
515	BEDFORD CITY
019	BEDFORD COUNTY
021	BLAND
023	BOTETOURT
520	BRISTOL
025	BRUNSWICK
027	BUCHANAN
029	BUCKINGHAM
530	BUENA VISTA
031	CAMPBELL
033	CAROLINE
035	CARROLL
036	CHARLES CITY
037	CHARLOTTE
540	CHARLOTTESVILLE
550	CHESAPEAKE
041	CHESTERFIELD
043	CLARKE
560	CLIFTON FORGE
570	COLONIAL HEIGHTS
580	COVINGTON
045	CRAIG
047	CULPEPER
049	CUMBERLAND
590	DANVILLE
051	DICKENSON
053	DINWIDDIE
595	EMPORIA
057	ESSEX
600	FAIRFAX CITY
059	FAIRFAX COUNTY
610	FALLS CHURCH
061	FAUQUIER
063	FLOYD
065	FLUVANNA
620	FRANKLIN

County Code	County Name
067	FRANKLIN COUNTY
069	FREDERICK
630	FREDERICKSBURG
640	GALAX
071	GILES
073	GLOUCESTER
075	GOOCHLAND
077	GRAYSON
079	GREENE
081	GREENSVILLE
083	HALIFAX
650	HAMPTON
085	HANOVER
660	HARRISONBURG
087	HENRICO
089	HENRY
091	HIGHLAND
670	HOPEWELL
093	ISLE OF WIGHT
095	JAMES CITY
097	KING AND QUEEN
099	KING GEORGE
101	KING WILLIAM
103	LANCASTER
105	LEE
678	LEXINGTON
107	LOUDOUN
109	LOUISA
111	LUNENBURG
680	LYNCHBURG
113	MADISON
683	MANASSAS
685	MANASSAS PARK
690	MARTINSVILLE
115	MATHEWS
117	MECKLENBURG
119	MIDDLESEX
121	MONTGOMERY
125	NELSON
127	NEW KENT
700	NEWPORT NEWS
710	NORFOLK
131	NORTHAMPTON
133	NORTHUMBERLAND
720	NORTON
135	NOTTOWAY

County Code	County Name
137	ORANGE
999	OUT OF STATE
139	PAGE
141	PATRICK
730	PETERSBURG
143	PITTSYLVANIA
735	POQUOSON
740	PORTSMOUTH
145	POWHATAN
147	PRINCE EDWARD
149	PRINCE GEORGE
153	PRINCE WILLIAM
155	PULASKI
750	RADFORD
157	RAPPAHANNOCK
760	RICHMOND CITY
159	RICHMOND COUNTY
770	ROANOKE CITY
161	ROANOKE COUNTY
163	ROCKBRIDGE
165	ROCKINGHAM
167	RUSSELL
775	SALEM
169	SCOTT
171	SHENANDOAH
173	SMYTH
175	SOUTHAMPTON
177	SPOTSYLVANIA
179	STAFFORD
790	STAUNTON
800	SUFFOLK
181	SURRY
183	SUSSEX
185	TAZEWELL
810	VIRGINIA BEACH
187	WARREN
191	WASHINGTON
820	WAYNESBORO
193	WESTMORELAND
830	WILLIAMSBURG
840	WINCHESTER
195	WISE
197	WYTHE
199	YORK